



Diploma in Nursing Administration (DNA)

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ASSIGNMENTS

2015

BNS – 013 and BNS – 014(TMA-1 and TMA-2)



School of Health Sciences

Indira Gandhi National Open University

Maidan Garhi, New Delhi - 110068

Dear Student,

One assignment is compulsory for completing the theory course. Please note that you are required to score 50% marks in the assignments separately. The assignments carry a weightage of 30% marks towards the final evaluation in theory component and **submission of related assignment is a prerequisite** for appearing in theory term-end examination for respective course. The subject area of assignment and its last date of submission are mentioned below:

Last Date of Submission	Course Code	Blocks Involved	Assignment Code
31 st July 2015	BNS – 013	1,2	BNS-013/TMA-1
	BNS – 014	1,2	BNS-014/TMA-1
31 st August 2015	BNS – 013	3,4	BNS-013/TMA-2
	BNS – 014	3,4	BNS-014/TMA-2

Please take note of the following points before writing your assignment:

- Use only foolscap size paper for writing your responses. **Only hand written assignment** will be accepted. Typed or printed copies of assignment will not be accepted.
- Tie all the pages after numbering them carefully.
- Write the question number with each answer.
- **All the questions are compulsory.**
- Assignment will be evaluated out of a full mark of 100. Weightage is indicated in parenthesis against each question.

Suggestions for writing an assignment:

Read the assignment carefully. Scan through the whole material of the course, answers may be linked within the blocks/units. Draw a rough outline of your answer in your words. Support your answer from your clinical / community experience. Make a logical order. Then write your answer neatly and submit. Give illustrations and tables wherever necessary. **Your may keep a Xerox copy of the answer sheets for future reference.** Do not copy from print material.

Answer the assignment in separate sheets. On the first page of the assignment response sheet, write the course code, course title, assignment code, name of your programme study centre(PSC) and date of submission. Your Enrollment no, Name and Full Address should be mentioned in the top right corner of the first page. The first page of your response sheet look like the format given below:

Course Code:.....	Enrollment No.
Course Title :	Name :
Assignment Code:.....	Address :
PSC :
Date of Submission :

Please submit the assignment to your Programme In-charge of the Programme Study Centre allotted to you.

GROUP DYNAMICS
ASSIGNMENT – 1 Block- 1, 2 (Tutor Marked)

Programme Code : DNA
Course Code : BNS 013
Assignment Code : BNS 013/TMA/1/2015
Maximum Marks – 100
Last date of Submission : July 31, 2015

Note : This Assignment has three parts i.e. Part A, B, and C

Part A consist of two long answer questions. Each question carries 15 marks.

Part B consist of Seven short answer questions. Each question carries 10 marks.

Part C consists of ten very short questions. Each question carries 1 mark

Part A

1. a) Define the term group. List the qualities of a group
b) Discuss the functions of group leader and a member of the group.
c) Describe about the nurse as a member of various groups in health care delivery system.
(2+3+2½+2½+5=15)

2. a) Explain the concept of leadership.
b) Describe the models of leadership.
c) Explain how as a nurse administrator you will use various techniques for effective leadership.
(3+5+7=15)

Part B

3. As a nurse administrator you are asked to make a committee on the manpower planning. Discuss the checklist which you would make to ensure the effective functioning of the committee.
(10)

4. a) Define team functioning.
b) Explain the characteristics of an effective team.
c) Describe the role of a nurse in team functioning.
(2+3+5=10)

5. Explain the function of collective bargaining. Discuss the procedure you as a ward administrator would follow in Grievance handling.
(2+8=10)

6. a) Discuss the sources of conflict as a nurse you have come across while working in the Hospital/community.
b) Describe the strategies as a nurse you may follow in conflict resolution. Support your answers with examples from nursing situation.
(5+5=10)

7. Explain the concept, purposes, steps and process of training for leadership in various settings.
(10)

8. Discuss the implications of group dynamics under the following for important areas
(2+2+2+4=10)
 - i. Leadership and membership training
 - ii. Group Culture
 - iii. The community and the Group
 - iv. Nurses as members of various groups in health care

Part C

9. Explain the meaning of following in 2-3 lines only

(1x10=10)

- a. Adjourning
- b. Performing
- c. Structure and organisation
- d. Sub Grouping
- e. Team Functioning
- f. Division of Work
- g. Unity
- h. De-Centralization
- i. Coping
- j. Group

GROUP DYNAMICS
ASSIGNMENT – 2 Block- 3, 4 (Tutor Marked)

Programme Code : DNA
Course Code : BNS 013
Assignment Code : BNS 013/TMA/2/2015
Maximum Marks – 100
Last date of Submission : August 31, 2015

Note : This Assignment has three parts i.e. Part A, B, and C

Part A consist of two long answer questions. Each question carries 15 marks.

Part B consist of Seven short answer questions. Each question carries 10 marks.

Part C consists of ten very short questions. Each question carries 1 mark

Part A

1. a) Explain the concept of communication.
b) Describe the types of communication
c) Discuss how as a nurse administrator the various steps you would keep in mind to make the communication effective to reduce the barriers in communication with your staff.
(3+5+4+3=15)
2. a) Discuss the concept of human relation in nursing.
b) Discuss the therapeutic attitude which a nurse should adopt towards the patient considering him/her as unique human being.
(3+6+6=15)

Part B

3. Define the term public relation. List the factors related to public relation. Explain your role as a nurse administrator in developing public relation
(1+2+4+3=10)
4. a) List the modes of communication. Discuss the features of each mode.
b) Explain use of internet in nursing services. Support your answer with examples.
(5+5=10)
5. Define the term ethics. Describe the code of Ethics for nurses prescribed by ICN. Explain the legal implications in admission and discharge of the patient.
(1+4+5=10)
6. Differentiate between record and reports. Discuss the principles of recording. Explain some of the essential characteristics of good document.
(2+4+4=10)
7. Explain the legal implications in five selected situations faced by nurse administrators
(10)
8. Describe how you will help to develop therapeutic attitude in your staff nurse towards the patients.
(10)

Part C

- 9 Explain the meaning of following in 2-3 lines only
(1x10=10)

- a. E-mail
- b. Tele text
- c. Attention
- d. Retention and action
- e. Euthanasia
- f. LAMA
- g. Parole
- h. Essential of good charting
- i. Criteria of recording
- j. Law

RESOURCE MANAGEMENT
ASSIGNMENT – 1 Block- 1, 2 (Tutor Marked)

Programme Code : DNA
Course Code : BNS 014
Assignment Code : BNS 014/TMA/1/2015
Maximum Marks – 100
Last date of Submission : July 31, 2015

Note : This Assignment has three parts i.e. Part A, B, and C

Part A consist of two long answer questions. Each question carries 15 marks.

Part B consist of Seven short answer questions. Each question carries 10 marks.

Part C consists of ten very short questions. Each question carries 1 mark

Part A

9. a) Explain the steps of formulating a policy. Support your answer with diagram.
b) Discuss the challenges of personnel management and changing personnel policies in nursing. (10+5=15)
10. a) Explain the Process of material management system.
b) Analyze the role of nurse administrator for material management in the ward. (10+5=15)

Part B

11. Explain training needs of nursing personnel and type of nursing training programme, You would like to plan for them. (10)
12. Describe components and tools to achieve effective interpersonal relations in nursing. (10)
13. Describe the role and responsibilities of nurses in the following:
a) Drug management
b) Maintaining life saving drugs. (5+5=10)
14. a) Discuss obsolete, surplus and scrap management.
b) Describe ABC analysis as a method of inventory control with examples from nursing. (5+5=10)
15. a) List the purposes of performance appraisal.
b) Discuss the method of performance appraisal used for the nursing personnel in your hospital. (5+5=10)
16. a) Explain basic elements of planning nursing manpower at your hospital.
b) Discuss the factors which determine the nursing staff development (5+5=10)

Part C

9. Explain the meaning of following in 2-3 lines only

- a. Human Relations
- b. Procurement
- c. Controlling
- d. Policy Revision
- e. Validity of selection criteria
- f. Human Potentials
- g. Positive Motives
- h. FIFO
- i. VED analysis
- j. Personnel

**RESOURCE MANAGEMENT
ASSIGNMENT – 2 Block- 3, 4 (Tutor Marked)**

**Programme Code : DNA
Course Code : BNS 014
Assignment Code : BNS 014/TMA/2/2015
Maximum Marks – 100
Last date of Submission : August 31, 2015**

Note : This Assignment has three parts i.e. Part A, B, and C

Part A consist of two long answer questions. Each question carries 15 marks.

Part B consist of Seven short answer questions. Each question carries 10 marks.

Part C consists of ten very short questions. Each question carries 1 mark

Part A

7. a) Define budget. List purposes and advantages of budgeting.
b) Discuss the essential requisites you as a nurse administrator would keep in mind in preparation of budget in hospital/institution setting.
(2+4+9=15)
8. a) Explain the principles of office management you would follow for your nursing department.
b) List the basic qualities of a nurse manager to manage the office effectively.
c) Describe your role and responsibilities in managing the nursing service at state level.
(5+5+5=15)

Part B

9. a) Explain the meaning and concept of cost benefit analysis.
b) Compare the reasons for rise in hospital expenditure given in theory with that of your work place.
(4+6=10)
10. a) Define financial audit
b) List the purpose of auditing
c) Describe the role of a nurse administrator in auditing
(1+3+7=10)
11. a) Explain the meaning and definition of financial management.
b) Describe the importance of financial management in nursing. Support your answer with examples.
(4+6=10)
12. a) Explain the meaning of computer and show diagrammatically the organization of a computer.
b) Explain the steps you will follow for creating, sending and replying a news with outlook express
(4+6=10)
13. Discuss the various approaches you as a nurse administrator would use to improve profitability in the hospital / Institution
(10)
14. Explain the concept containment of health costs and improving profitability at health organizational level.
(5+5=10)

Part C

9 Explain the meaning of following in 2-3 lines only

(1x10=10)

- a. Hospital Information System
- b. Budget Record
- c. Depreciation
- d. Vouching
- e. Auditing Standard
- f. Conceptual Skills
- g. Steps for internet searching
- h. How to use MS office
- i. Creating and sending a mail
- j. Critical Thinking